

## IN THE FIFTH JUDICIAL DISTRICT OF IOWA

**IN RE: THE CONVERSION OF PAPER  
FILES TO ELECTRONIC DOCUMENTS  
IN DALLAS, GUTHRIE AND MADISON  
COUNTIES FOR EDMS**

ADMINISTRATIVE ORDER 2013 - 43

**WHEREAS** Iowa Court Rule 16.102 authorizes a chief judge to order the conversion of paper court files to an electronic file for any case not subject to the Iowa Rules of Court, Chapter 16 - Rules Pertaining to the Use of the Electronic Document Management System (EDMS). It is in the best interest of all for the Court to have access via EDMS to a limited number pending Dallas, Madison and Guthrie County case files that exist at the time the Court implements EDMS in Dallas, Guthrie and Madison Counties on Tuesday, August 20, 2013.

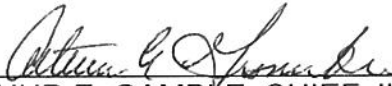
**NOW, THEREFORE, IT IS HEREBY ORDERED THAT:**

1. Notice is hereby given that all papers in pending and new Dallas, Guthrie and Madison County case files shall be filed electronically through EDMS as of 8 a.m. on Tuesday, August 20, 2013. However:
  - a. Applicants for Mental Health and Substance Abuse commitments may file such applications and supporting documentation to begin the case by hard copy. Petitioners for Domestic Abuse actions may also file initial petitions and all supporting documentation in their case by hard copy. However all such applicants and petitioners are encouraged to use EDMS when possible to initiate and maintain such actions.
  - b. Pending Probate Guardianship, Conservatorship and other non-estate cases may file their next annual report in hard copy from August 20, 2013 through August 19, 2014. However, after such hard copy filing the case will become electronic in the EDMS system upon noticing by the Clerk of Court's Office. However, all such parties are encouraged to file their reports electronically and use the EDMS system on August 20, 2013 and later.

- c. In-custody defendants and persons with traffic tickets who enter a plea of guilty at initial appearance are also exempted from electronic filing in EDMS for expediency and practical reasons.
2. The Dallas, Guthrie and Madison County Clerks of Court and their designees shall work with the Chief Judge, DCA and Assistant DCA III to identify specific pending or closed cases and documents that may be back scanned and/or converted for use by the Court only per Chapter 16 Rules as necessary and appropriate. Upon implementation of electronic filing in the Dallas, Guthrie and Madison County Courts, the security level of these electronic records shall be set by the Clerk of Court and their designees as identified by the EDMS Business Advisory Committee security matrix plan. Such back scanned and/or converted cases and documents shall be available only for internal Judicial Branch use due to the redaction rules, see paragraph 3 below.
3. The Dallas, Guthrie and Madison County Clerks of Court or their designees shall send specific *Notice Regarding Electronic Filing* to the attorneys and parties appearing pro se as appropriate for all new and pending cases except as exempted under 1(a) - 1(c) above. Such notices shall be sent out prioritizing by cases scheduled for hearing over the next few months.
4. Once notified, counsel of record or parties appearing pro se shall apply the rules pertaining to protection of personal privacy (Iowa Court Rule 16.602 through 16.607) to all future filings in that case.
5. After being notified of commencement of the electronic filing in the Dallas, Guthrie and Madison County Courts, parties appearing pro se, and all others shall file all future filings on all such cases, (e.g., pending, closed and re-opened, and newly opened) electronically unless otherwise exempted per the electronic filing rules under Chapter 16 of the Iowa Rules of Court or as otherwise noted in section 1 above. A copy of this Administrative Order shall be posted near the

doors and/or counter areas of the Dallas, Guthrie and Madison County Clerks of Court Offices.

**DATED** this 7<sup>th</sup> day of August, 2013

  
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ARTHUR E. GAMBLE, CHIEF JUDGE  
FIFTH JUDICIAL DISTRICT OF IOWA

Cc: All 5A and 5B Clerks of the District Court and Staff  
Elizabeth Baldwin, District Court Administrator  
Anne Sheeley and Billie Ramey, Asst. District Court Administrators  
Marilyn Lantz, Chief Juvenile Court Officer  
All Fifth District District Court Judges  
All Fifth District Case Coordinators  
Ken Bosier, Information Technology Director, Iowa Judicial Branch – EDMS Trainers  
Karen Zeutenhorst, ICIS Staff  
Brian Glass, ICIS Staff  
Diana Swanson, ICIS Staff  
Jonathan Walker, ICIS Staff  
Dallas, Guthrie and Madison County Attorneys  
Dallas, Guthrie and Madison County Sheriffs  
Pat Penning, DHS Service Area Manager  
Sam Langholz, State Public Defender  
Judicial Branch Website – 5<sup>th</sup> District Administrative Orders  
Dallas, Guthrie and Madison County Bar Associations – for distribution to membership

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CLERK COUNTY, IA.  
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CLERK DISTRICT COURT